

FINAL RESOURCE MANAGEMENT PLAN INSTRUCTIONS
Kentucky Heritage Land Conservation Fund Board (KHLCFB)

Within two and one-half (2 1/2) years of receipt of funding, awarded agencies shall submit to the KHLCFB a final resource management plan (RMP) which is consistent with the preliminary RMP. The final RMP shall also meet the requirements of KRS 146.550 through 146.570, 418 KAR Chapter 1, any other applicable laws of the Commonwealth, the application, any memorandum of agreement (MOA) between the KHLCFB and the recipient, and any conservation easement which pertains to the project site.

The preliminary RMP submitted as a part of the Kentucky Heritage Land Conservation Fund (KHLCF) application package serves as a basis for the final RMP. Recipients of KHLCF money shall comply strictly with these instructions. Failure to obtain KHLCFB approval of this RMP within 2 1/2 years of funding may result in the KHLCFB availing itself of the remedies in 418 KAR 1:070.

1. **Table of Contents and General Information.** Provide a table of contents.

Provide general information including the name of the project, the location of the project site, the name, address and phone number of the property owner and contact persons, a brief description of natural resources, and historical information relevant to site management.

2. **Purpose.** Discuss the purpose(s) and proposed future uses of the project site. Explain how the purpose(s) would be furthered by the proposed management activities. Explain how commitments made in the application, preliminary RMP, memorandum of agreement and conservation easement are reflected in the management plan.

3. **Management Activities.**

- a. **Natural Resource Protection:** Identify the natural resources at the project site. Describe the issues associated with natural resource protection and the proposed management activities that will resolve those issues. Management activities should include, but not be limited to:
 - (1) Baseline surveys of endangered, threatened and special concern plant and animal species and natural communities;
 - (2) Protection of endangered, threatened and special concern plant and animal species;

- (3) Management and manipulation of natural communities;
- (4) Protection of geological features; and
- (5) Protection of surface water and groundwater quality and hydrology.

If a biological inventory has been performed, a copy should be included with the Final Resource Management Plan.

- b. **Resource Restoration and Enhancement:** Identify the primary components of project site enhancement and restoration activities, if any. Examples include, but are not limited to, exotic plant and animal removal; restoration of wetlands; improvement of surface water quality; recovery plans for endangered, threatened and special concern plant and animal species; and restoration of natural communities.

This section shall include a time frame for implementing and completing the resource restoration and enhancement activities and a monitoring program to insure success of the activities. Identify portions of the property that require different degrees or types of enhancement or restoration management.

- c. **Archaeological and Historical Resource Protection:** Outline procedures to protect archeological or historical sites that exist or may occur on the project site. Incorporate provisions that ensure that, if any archaeological and historic resources are discovered at the project site, the recipient will comply with appropriate provisions of the Kentucky law and coordinate protection of the resources with the Kentucky Heritage Council.

If an archaeological inventory has been completed, a copy should be included in the Final Resource Management Plan.

- d. **Staffing:** Identify the staffing requirements and plans for management of the project site, including permanent, seasonal, and volunteer staff. List current, permanent, seasonal and volunteer staff and their work schedules.
- e. **Security and Safety:** Identify the measures taken and design features utilized to protect the project site and the public using the site.
- f. **Maintenance:** Identify maintenance activities, including, but not limited to, trash removal, site cleanup, and facilities upkeep. Identify the entity that provides property maintenance.
- g. **Coordination:** Explain how the management of the project site will be coordinated with adjacent landowners and other resource protection agencies.

4. **Improvements, Access, Agreements, Public Use, and Restrictions.**

- a. **Physical Improvements:** Identify and locate existing and proposed physical improvements to the project site on a master site plan. These shall include, but not be limited to, signs, fences, walkways, trails, restrooms, educational spaces, utility corridors, parking areas and buildings, if any. Incorporate a provision acknowledging that written approval from the KHLCFB is a prerequisite to site alterations or physical improvements.

Identify proposed alterations of land use or character, the approximate area affected and how this activity will be coordinated with the protection of endangered, threatened and special concern plant and animal species and natural communities.

- b. **Access:** Identify how access to the project site will be provided. For example, are parking places proposed on-site, and, if so, approximately how many spaces or how much area will be devoted to this use? If parking is not proposed on-site, are there existing or proposed spaces adjacent to or sufficiently near the property? Identify any proposed access to waterbodies.

Access to project sites shall meet all state and federal requirements, including the Americans with Disabilities Act.

- c. **Agreements:** Describe all existing and anticipated management agreements, leases, easements, licenses, and other agreements which affect, or may affect, the project site and its use. Attach existing agreements.
- d. **Public Use:** Describe existing and anticipated types of public use at the project site, including, but not limited to, details of ecological research, environmental education and resource-based recreation activities. Incorporate a provision acknowledging that written approval from the KHLCFB is a prerequisite to a change of public use.
- e. **Restrictions:** Describe all restrictions, existing and proposed, at the project site, including, but not limited to, policies regarding the research, collection, and harvesting of living and nonliving things; time limits as to visitation; and off-limits areas.

5. **Monitoring.** Include a monitoring plan to ensure the continued viability of natural communities and endangered, threatened and special concern plant and animal species found on the project site. The monitoring plan shall evaluate the effects of human use of the project site and shall include periodic surveys of natural communities; endangered, threatened or special concern plant and animal species; and actively managed or manipulated areas. Appropriate photo documentation of the project site is recommended.

The plan shall provide for forwarding, to the KHLCFB, information relative to the occurrence and status of endangered, threatened and special concern plant and animal species.

Explain the procedures that will be utilized to assess progress in achieving the goals set forth in the final RMP. Include a provision acknowledging responsibility for submitting annual management reports to the KHLCFB pursuant to 418 KAR 1:060, Section 11 until the final RMP has received board approval.

6. **Identification as KHLCF Site.** Include provisions to ensure that the project site is identified by one or more signs and in literature or advertising as being publicly owned and as having been purchased with funds from the KHLCF.

7. **Cost Estimate and Funding Sources.**

Identify the estimated costs of the activities listed in Items 2 through 6 above. Identify the entity that will pay for these activities and demonstrate its commitment and capacity to provide these funds.

8. **Priority Schedule.**

Construct a proposed time line, based on established priorities and the availability of funds, for implementing the activities listed in Items 2 through 6 above. Provide a graphic display of the time line.

9. **Amendment.** RMPs may be amended only upon prior KHLCFB approval. Until KHLCFB approval of an amendment is obtained, recipients of KHLCF money shall adhere strictly to the most recent RMP approved by the KHLCFB.

10. **Deadline for Filing.** Within two and one-half (2 2) years of receipt of funding, a final RMP and eight copies must be submitted to the board for approval. The board shall vote to accept or reject the final RMP. If it is rejected, the board must identify the deficiencies and notify the applicant of those deficiencies. The applicant must correct the deficiencies within 60 days of notification from the board. Failure to correct deficiencies may result in the KHLCFB availing itself of the remedies in 418 KAR 1:070.

11. **Exhibits.** Attach the following exhibits to the final RMP:

- a. A location map;
- b. A boundary map;
- c. Appropriate photo documentation of the project site;
- d. Species and communities surveys;
- e. Site plans;
- f. The memorandum of agreement for the project;

- g. Any other agreements set forth in Paragraph 4.c. above;
 - h. The recorded deed(s) for the project site;
 - I. Any conservation easements which pertain to the project site; and
 - j. Any other relevant documents.
12. **Preliminary RMP.** An applicant may request that its preliminary RMP serve as the final RMP if the preliminary RMP meets all the requirements of 418 KAR 1:060(3)(2).
13. **Management Reports.** Following approval of the final RMP, additional management reports shall be submitted upon request of the board.

For additional information contact:

Kentucky Heritage Land
Conservation Fund Board
c/o Department for Natural Resources
375 Versailles Road
Frankfort, Kentucky 40601